



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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StaO 1710.4

SgtMaj

25 APR 2000

STATION ORDER 1710.4

From: Commanding General
To: Distribution List

Subj: SINGLE MARINE PROGRAM (SMP)

Ref: (a) CMC ltr 1710/27 MWD dtd 4 Aug 95.
(b) MARADMIN 061/99
(c) MCO P1700.29

Encl: (1) Sample letter for submission of agenda items

1. Purpose. To set forth guidance for the establishment and sustainment of the Single Marine Program (SMP) aboard Marine Corps Air Station (MCAS) Miramar and the establishment, conduct and composition of the SMP committee in accordance with references (a) through (c).

2. Background. In March 1993, a forum was created by which single Marines and Sailors could express their concerns, with regard to their Quality of Life (QOL) and Marine Corps Community Service (MCCS) issues. The committee is comprised of Marines and Sailors who were appointed by their respective commands.

3. Information

a. The SMP committee provides a communication channel by which single Marines and Sailors can bring issues concerning their QOL and the level of MCCS service to the attention of appropriate staff sections. The SMP members are appointed by their respective commands to act as committee members.

b. The Committee meets monthly to discuss and develop issues that are forwarded to the SMP Coordinator. These issues are then sent to the appropriate staff sections for response and appropriate action.

4. Definitions of the Components of Quality of Life (QOL).

a. Community Service. Activities that benefit the base and surrounding community, such as; Red Cross Blood Drives, Youth volunteerism, Special Events, and Big Brothers and Sisters involvement.

b. Health and Wellness. The promotion of physical fitness facilities, programs, and Semper Fit classes.

25 APR 2000

c. Life Skills. Knowledge that will assist young Marines in life. Some examples are: financial planning, personal finance, pre-marriage seminars, and civilian education.

d. Career progression. Leadership training and military education.

e. Recreation Activities. Selection, planning and participating in activities that the SMP committee has coordinated.

5. Action

a. Installation Sergeant Major. Serves as the overall SMP coordinator and senior enlisted advisor to the SMP. Establishes the SMP committee size, composition and determines the length of appointment for committee members. Reviews and approves minutes from committee meetings; provides guidance and mentorship as appropriate and reviews all reports issues. Will ensure that all units aboard the installation are knowledgeable of the SMP and have the opportunity to be represented at the committee meetings. Advises the Commanding General on all special requests and interests related to the program.

b. Unit Commanders. Appoints an SMP representative; ensures that the representative is aware and attends the regularly scheduled committee meetings; encourages single Marines to participate in SMP activities and attend committee meetings.

c. Unit Sergeants Major. Serve as advisors to the unit SMP Committee and program; assist the commander in performing their SMP responsibilities; encourage unit attendance; and ensure that the noncommissioned officer support channel is knowledgeable about and informed of the SMP.

d. Director, Marine Corps Community Services (MCCS). Act as liaison between the committee and the SMP Coordinator (Installation Sergeant Major). Ensures the committee properly plans and coordinates all activities; advises and provides guidance to the committee on the implementation of the components of QOL. Will appoint an MCCS Advisor to the SMP to work with the SMP Coordinator on all MCCS related functions.

6. Organization. The SMP committee will be comprised of an Executive Committee, which includes a President, Vice President, Treasurer, Recorder and a representative from each command stationed aboard MCAS Miramar. The President, Vice President, Treasurer and Recorder are elected positions and are served for a period of six (6) months and are limited to one successive

25 APR 2000

reelection. When a SMP Committee meeting includes the nomination of, or election to any position, the meeting shall be opened to all interested single Marines.

7. Duties of the SMP Committee

a. SMP President. Serves as the senior member of the Executive Committee; plans, presides and facilitates SMP meetings; ensures the meeting minutes, with attendance figures, are prepared and forwarded to the Sergeant Major for approval; review and approve the revenue and expenses ledger; solicit input from their parent command single Marines to enhance QOL.

b. SMP Vice-President. Serves as a member of the Executive Committee; be prepared to assume the duties of the President in their absence; serve as the chairperson of the SMP Volunteer Committee; solicit input from their parent command single Marines to enhance QOL; perform other duties and functions as directed by the President.

c. SMP Treasurer. Serve as a member of the Executive Committee; maintain a financial report of all expenditures incurred by the Committee; coordinate with the MCCS Advisor on financial matters of the committee; serve as chairperson of the Finance Committee; be prepared to assume the duties of the President or Vice President in their absence; solicit input from their parent command single Marines to enhance QOL; perform other duties and functions as directed by the President.

d. Recorder. Serve as a member of the Executive Committee; records and maintains minutes of the SMP meetings; be prepared to assume the duties of the President or Vice President in their absence; solicit input from their parent command single Marines to enhance QOL; perform other duties and functions as directed by the President.

e. Unit Representatives. Attend scheduled meetings; raise appropriate concerns, issues, and interests from their respective units; disseminate MCCS information to their units; serve on committees and subcommittees as required.

8. Meetings

a. The SMP Committee general meetings will be held on the first Wednesday of each month at 1500, in the Entertainment Center located at building 5509. Planning meetings will be held the third Wednesday of the month.

25 APR 2000

b. Units should conduct their respective meetings prior to the general meeting to allow unit representatives to prepare and discuss topics, utilizing the enclosure which will be brought before the committee meeting.

9. Coordinating Instructions

a. All QOL issues raised by committee members will be in the format depicted in enclosure (1).

b. The committee will track the progress of each issue and report the progress at the next regularly scheduled meeting.

c. Recreation and Leisure events will be coordinated with the MCCS Advisor and a report will be given on the progress of each event at the next scheduled meeting. All events will include an outline of current plans, to include marketing, funding and if they are being cosponsored.

d. The Chairperson of the Volunteer Committee shall make a report of all volunteer activities, to include type and date(s) of activity, participants, number of hours volunteered, etc. Examples of Volunteer activities may include but are not limited to: health and comfort packages to deployed Marines; MCCS/Youth Partnerships; veterans and nursing home visits; Special Olympics; SMP Against Drunk Drivers; Habitat for Humanity. Representatives are encouraged to use initiative, creativity and enthusiasm to determine new projects.

e. The Chairperson of the Financial Committee shall make a report at the General Committee Meeting on the status of funds in the SMP account, amount of funds raised during fundraisers and in coordination with the MCCS Advisor, any amount of funds needed for special projects.

10. Voting Procedures. Official elections for the Executive Committee members will be conducted in an open meeting forum that includes all single Marines. Single Marines living on base in the barracks may run for any office. A married Marine may run for Treasurer or Recorder only. Routine and general business will be decided by the general SMP Committee. Each SMP committee member will be allowed one vote per motion.

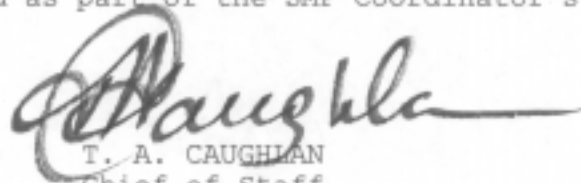
11. Program Funding

a. The SMP is a Category "A" activity and when possible, will be funded with Appropriated Funding (APF) for all authorized expenses. Fund-raisers may be conducted by the SMP Committee to cover expenses that are not authorized for APF, per reference (c). The program may also be funded by Non-appropriated Funds (NAF) to support MCCS leisure and recreation activities.

25 APR 2000

b. The Treasurer, in conjunction with the SMP Coordinator and the Finance Committee, will prepare an annual APF and NAF SMP program budget and will report the status at each regularly scheduled meeting.

c. Prior to submission of the budget, a final review will be conducted by the SMP President and SMP Coordinator. Once approved, the budget will be submitted as part of the SMP Coordinator's total program budget submission.


T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A

StaO 1710.4

25 APR 2000

SAMPLE LETTER FOR SUBMISSION OF AGENDA ITEMS

(letter head)

1710
SgtMaj
(date)

From: (Your name)
To: President, Single Marine Program
Subj: PROPOSED QUALITY OF LIFE ISSUES
Ref: (a) StaO 1710.4

1. In accordance with the reference, the following is submitted:

Quality of Life Topic:

Research Findings:

Recommendations:

Name of Unit Representative

Command

Telephone

Single Marine Program Action:

Date Completed/Cancelled:

ENCLOSURE (1)